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**WEARE BOARD OF SELECTMEN
MEETING MINUTES
October 4, 2010**

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; JAMES DONISON, SELECTMAN; KEITH R. LACASSE, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Tom Desrosiers, Donna Meuse, Carl Knapp, Frank Campana, Chief Begin, Sandra Breault, Katrina Snook, David Breault, Chris Hague, Michele Goudreault, Joe Goudreault, Jr., Jeremy Goudreault

7:00 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT – Mr. Frank Campana stated that the Board will be setting the tax rate on Wednesday. He is asking the Board to return any and all money that is prudent to the tax payers to reduce taxes, and just keep what is needed to run the town. Any money in general surplus will tell all tax payers that they did not have that money in their pockets and the Board kept the money. He was pleased with the Selectmen's decision last year on the overlay amount in which they appropriated half of what was the year before. He knows that if you over appropriate that amount, which is set at tax rate setting, and the extra goes into the general fund and is kept it is the taxpayer's money.

Chairman Clow stated that for the last four to five years the Board has tried to match up the overlay to the actual amount of the abatements and there has been no attempt to appropriate more.

APPOINTMENT TO PARC – Chairman Clow asked Mr. Desrosiers what sparked his interest in joining PARC. Mr. Desrosiers stated that he has lived in town for eleven years and would like to get involved and give back to the community.

Selectman Lacasse moved, Vice Chairman Butt seconded to appoint Tom Desrosiers as a full member to PARC. Passed 5-0-0

DEPARTMENT HEAD – Ms. Donna Meuse stated that she is resigning as Health Officer after fourteen years of service and as the Overseer of Public Welfare after eleven years of service. Ms. Meuse will be moving out of state and her last day will be Monday, October 25th. She thanked the Board for letting her do her job over the years. The Health Fair and Flu shot clinic will be held on November 6, 2010. Chairman Clow thanked Ms. Meuse and stated that they appreciated her service to the town.

TOBEY HILL DISCUSSION – Chairman Clow said they did have a discussion regarding this issue at their last meeting and it was discussed that they wanted to invite Chief Begin in to comment on the issue.

Chief Begin said that he did go up to the area with Sergeant Peterson on Wednesday afternoon. Another officer went up to the area on Saturday and spent an hour going to both spots. Chief Begin said that the area is not easy to get to, but they will check the locations for the next couple of weeks. He said they may go up to the area and put police line tape across both entrances and with officer availability they will continue to monitor. Chief Begin asked residents to call as soon they see that trucks went up there or if they smell smoke and they will go up and check it. Selectman Donison asked what the police will do when they go up there. Chief Begin said it could just be that they inform who ever is up there that they are trespassing and they will be given a warning. If

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there is any illegal activity it will be dealt with. Selectman Lacasse asked if residents call the general number and get a machine what should they do. Chief Begin said to call the direct dispatch line at 415-3322, which is a dedicated Weare Police line that is answered by Bow 24 hours a day.

Chairman Clow asked if anyone has ever written down a plate number. A resident said that the plates are always covered with mud. Another resident informed the Board that they have pictures of a vehicle and its plate. Chief Begin said they will do what they can when they are called. The residents are concerned with fires in the area and there being no accessibility. It was mentioned that there are three ways that these off road trucks are getting in and out of the area.

Chris Hague said she thought about calling on Saturday night because she heard someone shooting a rifle at 10:15 pm. She said that she did not call because accessibility is a real problem and she did not want an officer to go the remote location and get shot at. A resident asked if anyone contacted the landowner. The land is owned by the Huntington's, who live out of state. Ms. Hague said that the statute states that the road can be blocked during mud season only.

Chief Begin said once they know who they are they can warn them of trespassing violations and inform them that they will be arrested if there is a second offense. A resident said that the fields up there are not Class VI roads and the trucks go around the cemetery to get out there. He asked if those areas could be blocked with rocks. Chief Begin said that would be up to the landowner to do. Chief said if the word gets out or they get a repeat offender they can arrest them. A resident stated that word is getting out there about the monitoring going on in the area via an off road club website.

Chief Begin said they are trying to consolidate their fees for the copying of police reports. The fees have not gone up. Chief Begin informed the Board that they have been receiving different requests from people on how they want the information. Even if someone requests that a copy of the police report be sent to them via email the department still needs to research, scan the documents, and send them. They are spending time in researching and preparing the documents. The consolidated fee schedule will be posted in front of the Safety Complex. The BOS Chairman will need to sign the fee listing along with Chief Begin.

The Board gave permission to Chairman Clow to sign the consolidated fee listing for the Police Department.

Chairman Clow said they have fresh budget printouts on where they stand at the end of the third quarter. The Police Department budget is overspent by roughly \$60,000. Chief Begin said that he has no idea how he will make that up in three months. Chairman Clow said that the legal line is overspent and there are still two months remaining in the year. There is no money in the bottom line of the budget to cover these overtures. Selectman Donison stated that the expenditures to date for the Police Department total \$968,000 and at this time last year totaled \$810,000. Chief Begin said that nothing is jumping out at him to explain this increase. Chairman Clow said that the Police Department has less than 20% remaining in their budget for the year. Chief Begin said that there have been air conditioning issues and maintenance issues that keep popping out and they are still dealing with the same amount of money they had in 2006.

TRUCK BODY DISCUSSION – Mr. Knapp said he was in a few weeks ago regarding the combination sander body that is in rough shape and possibly won't make it through the winter. He said that he was asked to get prices from at least three different companies and he did received three quotes.

1. Howard P. Fairfield, LLC \$36,900
2. Tenco \$31,944
3. E.W. Sleeper Company not installed price \$27,563.00

Mr. Knapp said that they do business with all three companies on a regular basis. He informed the Board that the body that is on the truck is the body from Howard Fairfield. All the quotes are for stainless steel. They do

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not have any bodies that E.W. Sleeper quoted, but they do have ten Tenco bodies and are they are the most inexpensive to repair.

Mr. Knapp said the truck is up for CIP request this year. The reason he is going for stainless steel is because it will last longer. He will not need a body for the new chassis. Mr. Knapp said that the body from Fairfield would be the simplest one to install, although it is the most expensive. E.W. Sleeper's bid did come in at the lowest price, but the town does not own any. Mr. Knapp said that he did call other towns that do own E.W. Sleeper and they do not care for the MG body. There is a \$4,000 difference between E.W. Sleeper and Tenco. The Fairfield one is \$1,500 more for the tarp and lights. Mr. Knapp said that although the Fairfield body would be the easiest to install, he knows they are trying to save money and that one is the most expensive.

There is only two thousand dollars in the CIP fund.

Mr. Knapp said it will roughly cost \$33,500 for the complete Tenco unit. The hydraulic tank and valves will need to be moved. When the new chassis is ordered they will be able to specify where things need to be placed.

Chairman Clow said there is a \$2,200 difference between E.W. Sleeper and Tenco.

Selectman Lacasse moved, Selectman Osborne seconded to accept the bid from Tenco for \$33,481, which includes the dump body and the options.

Mr. Knapp said they have a large amount of parts for Tenco bodies and the trucks are user friendly because even if they are different sizes they use similar parts. The body will be installed by the Highway Department.

Vice Chairman Butt said there was \$179,900 in the salt line and there is \$71,000 remaining. Mr. Knapp suggests that they get three to four loads to ensure that they will have plenty.

Chairman Clow said in looking at the total Highway budget there is 33% left with a quarter remaining in the year. Chairman Clow said there is \$101,000 remaining, which is above the 25%, with no significant outstanding purchase orders. Mr. Knapp said they are almost done with vehicle inspections and had very few problems. The loader is still giving them lots of problems and has been expensive.

Selectman Donison said there has been \$803,000 expended. Mr. Knapp said they spent less last year due to a good winter and less overtime.

Mr. Knapp said that they still have a fair amount of salt in the shed, but he would like to get three to four loads if possible. They will be able to squeeze out enough screen sand to get them through the winter.

Vice Chairman Butt said that he is concerned with the CIP program. He supports taking money from the operating budget for repairs, but they are trying to extend the life of a vehicle that wasn't approved by the voters. Mr. Knapp said this was not voted on; the chassis is up for CIP for 2011. Mr. Knapp said this is a large item, but it is worn out. Vice Chairman Butt said at the end of the year if they take \$33,000 out of the salt line it will have to be noted and controlled in the budget otherwise it looks like it was expended on salt. Mr. Knapp said if there is any money left in the vehicle maintenance line he can use it for this. Selectman Donison said he prefers to take it from the vehicle maintenance line. Vice Chairman Butt said it will come from the salt line but will be noted in the vehicle maintenance line. Mr. Knapp said that less salt and sand was used and only half of their overtime budget was utilized due to the mild winter. He stated that fuel line still has a fair amount remaining due to the mild winter and the price per gallon not going as high as anticipated.

Vice Chairman Butt amended the motion to state that the money will be coming from the Highway budget and noted in the vehicle maintenance line as an over expenditure. Passed 5-0-0

Mr. Knapp distributed quotes to the Board regarding sand blasting and painting some frames and truck bodies. Mr. Knapp said they try to make it through the life of a truck without having to paint the dump bodies and cap. This is why they will be requesting stainless steel to help make them last longer. The ability to wash the salt off the trucks would make them last longer. Mr. Knapp said that this is informational for tonight, but that he would

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like to have two trucks painted. Mr. Knapp stated that for the 10 wheeler there is an increase of \$12,000 to go to stainless steel for the dump body.

Naomi Bolton, Town Administrator, informed the Board that it is time to choose someone to represent the Town of Weare at Concord Resource Solid Waste. She said that Bill Herman has been the town representative for many years. Naomi Bolton, Town Administrator, told the Board she discussed this with Mr. Herman and Mr. Knapp and they determined that Mr. Knapp would be the full member and Mr. Herman would be the alternate. She said that Mr. Herman always filled the spot, but it would be nice for Weare's voice to be a Weare resident. Mr. Herman did not have a problem with being the alternate and Mr. Knapp being the full member. Mr. Knapp said there is a lot going on with the solid waste and the cost to get rid of trash is going to get very expensive. Mr. Knapp said that with single stream you will get more recycling, but do not get revenue from it. Single stream would utilize one big open trailer that everything will go into. Mr. Knapp said there are people interested in forming a recycling committee. Mr. Knapp said in looking at budgets from other transfer stations, they are doing very well.

Chairman Clow said there has been discussion for a few years regarding the scheduling of winter hours. Chairman Clow said that it makes logical sense to have five eight hour days in the winter and four ten hour days in the summer months. It was discussed that until the contract is approved it is up to Mr. Knapp and the Board to set the schedule. Vice Chairman Butt said the contract was written in such a way to give flexibility of work hours and he is in favor of eight hour days in the winter. Selectman Lacasse asked what can be done in the dark at the Highway Department. Mr. Knapp said if there is no snow they will be out cutting brush. Chairman Clow said it use to be that November 1st to April 30th the hours changed. Selectman Osborne would like to see it happen. Selectman Lacasse said that he does not have a strong opinion. Selectman Donison prefers a five day week and said that hopefully the work gets done in eight hours. It was discussed that the Transfer Station closes at 4:30 to the public. The Transfer Station currently works four nine hour days and one four hour day. Chairman Clow suggests leaving the Transfer Station hours alone. Chairman Clow said that four Board members are basically saying to go with five eight hour days for the winter. Mr. Knapp said that currently everyone works until 5:00 p.m. The Board agreed to leave the Transfer Station hours alone. The Board agreed that the Highway Department will work five eight hour days from November 1st to April 30th. Mr. Knapp would like to give the employees notice because they do have other obligations. Selectman Lacasse stated that he would rather keep four ten hour days. Mr. Knapp informed the Board that when overtime was stopped some of the employees found jobs to fill in those days. Mr. Knapp will come back next week, after speaking with the employees, to discuss this with the Board.

MANIFESTS

Chairman Clow moved, Selectman Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated October 7, 2010. Passed 5-0-0

Accounts payable	\$348,970.15	(John Stark \$250,000)
	\$2,500.00	(Ivar Martin)
Gross Payrolls	\$51,700.23	(Incls Taxes, Credit Union, Police Detail, PD & Hwy Ins. Buyout)
	\$7,329.93	(EMT per diem)
	<u>\$3,559.10</u>	(Fire Monthly)
Total	\$414,059.41	

MEETING MINUTES

Vice Chairman Butt moved, Selectman Lacasse seconded to approve the minutes of September 20, 2010 as amended. Passed 5-0-0 (Selectman Osborne was not present at the above meeting)

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Selectman Donison moved, Selectman Osborne seconded to approve the minutes of September 27, 2010 as written. Passed 5-0-0

CORRESPONDENCE – Naomi Bolton, Town Administrator, informed the Board that she has done research on the K-9 fund. The fund was established for donations for the care of Mica and upon her death to purchase a new dog. It is called the Weare Relief K-9 Fund and is a private fund. The opinion she received from LGC was that they should hold a public hearing to accept the donations. The cost of the vet care and food will exceed \$5,000 and they are required to hold a public hearing. LGC said the fund is private and if there are any requests from individuals wishing to get their money back they need to be made before the public hearing. Chairman Clow said he thinks they need to have a public hearing with all the components and then an expenditure up to whatever is in that fund, even though it is not spent. Naomi Bolton, Town Administrator, said in speaking with Dr. Dutton the account is going to stay idle at this point and he will handle the general vet care of the dog. They will need to utilize the fund to expend for emergency care. The general care of the dog and the food from Iams and Hills are donations. Naomi Bolton, Town Administrator, said there are two signers on the fund account and the Police Department would know if something is spent from the account. They will hold a public hearing to accept the dog and when there are expenditures from that fund it will be recorded in the minutes to accept it or if it is a large donation it will require a public hearing. Naomi Bolton, Town Administrator, said that Dr. Dutton informed her that he does not see a bank statement from the account and did not know the balance. There is a gentleman from Goffstown who receives the statement.

Naomi Bolton, Town Administrator, mentioned the fire protection bids and bell tower bids. She stated that they have had some interest for bids. She will be meeting with Sherry Burdick on Friday regarding the bell tower bids and will send information to the Board.

Naomi Bolton, Town Administrator, told the Board she contacted other towns and asked general questions about having the tax assessments online. Not all the towns she contacted use Avitar. New London allows an opt out for federal judges only and there is a sketch online of a residence, but not an actual picture. Hopkinton is online, but set up a separate site through Cartergraphics. It was discussed that a person can get the information whether they come to the Town Hall or not. There is some privacy in taking the picture of the residency off. Selectman Lacasse said to date they were allowing people who made a request to opt out. Naomi Bolton, Town Administrator, said they have not put assessments online yet, but they allowed people to opt out of the online tax information. Only one resident has opted out. She said they were going to talk about the assessing portion and allowing people to opt out. Vice Chairman Butt said they would be allowing Avitar to do this, it is no cost to the town, but the user would have to pay to get a password and the town would not own it or pay for it. The objective was to reduce the number of calls coming into the assessing office. Vice Chairman Butt said that most of the calls coming into the assessing office were from realtors; there is a fee to access the information online. Naomi Bolton, Town Administrator, said they need to decide if they are going to put it on and allow access to realtors. For the town to manage the program and get the information from Avitar there would be an annual cost of \$2,000. All the realtors would pay the fee to get the information online. Selectman Donison prefers not to spend any money to make the assessing software accessible online. The Board said at this point they cannot afford any additional expenses. Vice Chairman Butt said if there is no cost associated he is supportive to help cut down on phone calls coming into the assessing office. Selectman Lacasse said whatever they do online he would be in strong favor to give individuals the option to opt out of having their information online. Vice Chairman Butt said they will review the results, if people complain they will have to readdress it.

Naomi Bolton, Town Administrator, told the Board that the final public hearing date for the budget is January 17, 2010. Chairman Clow requested a printout of all the deadlines.

Naomi Bolton, Town Administrator, told the Board that she distributed the budget worksheets on Monday to all departments with the guidance that department heads are to put forth the needs of their departments and requested that the budgets be submitted by October 31st.

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Naomi Bolton, Town Administrator, said that they have had previous discussions regarding employees taking computer classes. She distributed a list of classes being offered from October to January to all employees. She offered the opportunity to everyone and four employees responded.

On October 15th Naomi Bolton, Town Administrator, is meeting with Primex to get prices for health care costs. Selectman Lacasse is willing to do the perambulation with Henniker, Francess town, and Deering.

Naomi Bolton, Town Administrator, said they normally put the Town Report and Mailer out to bid in November. She will be put this discussion on the agenda for October 18th.

Naomi Bolton, Town Administrator, informed the Board that Mike Housman said that everything has been completed at the skateboard park. It was discussed that said the Selectmen made a motion to close the skateboard park last week and they should be the one to reopen it. Naomi Bolton, Town Administrator, said that she spoke with Chuck Metcalf and said he did not think it was necessary to have Primex back out.

Selectman Donison moved, Selectman Lacasse seconded to reopen the skateboard park because all of the items they requested were taken care of. Passed 5-0-0

Chairman Clow asked that the sign at the skateboard park be bolted to the fence.

Naomi Bolton, Town Administrator, asked the Board if they wanted her to post for Donna Meuse's position. She informed the Board that Ms. Meuse's assistant has contacts with Salvation Army and has expressed an interest in the Welfare Department, but not the Health Department. She would like to have office hours one night and one day, instead of two nights. The question is whether or not they have to post the position. Chip Meany is the Deputy Health Officer. The current assistant does not do the inspections of homes or daycare facilities, which is the Health Officer portion. Selectman Lacasse and Selectman Donison said to post the positions together. Chairman Clow said that he would be more comfortable to post the position. Naomi Bolton, Town Administrator, will post the position as a Health / Welfare Officer, which is a stipend position.

NEW BUSINESS – Chairman Clow said that the setting of the tax rate is scheduled for Wednesday. He would like to have some guidance from the Board as a whole regarding some parameters that the Board thinks should be applied to the tax rate from the fund balance. Selectman Lacasse said they should keep the fund balance as minimal as they can to help keep the tax rate flat at a minimum or reduce it if funds allow. Vice Chairman Butt said the minimum that they want to see in the fund balance is 3%; the recommendation is to keep 3-8% in the fund.

Vice Chairman Butt commented that the car registration revenues will be close, just under \$25,000 of what was projected. He said the revised revenue estimates are part of the MS4 and are used to set the tax rate. If the revenues go higher, they could reduce taxes without using the fund balance. Selectman Lacasse said if they are able to keep the tax rate flat, then he would advocate using the fund balance down to 5% to reduce the tax rate. Vice Chairman Butt said if the revised revenues keep them flat, they can use fund balance to reduce the taxes. Chairman Clow reminded the Board the fund balance is not actual cash in hand. He said that when looking at \$1.4 million in the fund balance a lot of that is unpaid taxes and they need to be careful. Chairman Clow asked how much are they willing to take from the fund balance to keep the tax rate flat if the fund balance is greater than what it was last year. Selectman Lacasse said to use it if it keeps them within the acceptable balance and keeps the tax rate flat. Vice Chairman Butt stated that they do not know what the school tax will be. Selectman Lacasse reminded the Board of the money from FEMA, and said that it was money that was already spent and that \$13,000 should be used in offsetting the taxes. Chairman Clow said the lowest recommended balance in the fund is 5%. Last year they took out \$70,000 and left \$1.7 million. Vice Chairman Butt said to be careful on what they use because using the fund balance will be an automatic increase in that amount for next year and they don't know what the unreserved fund balance will be next year. If they don't have the money next year the tax rate will increase. Selectman Donison said if they use the unreserved fund balance and assume revenues stay the same, they won't have the money next year. Vice Chairman Butt said they should be looking at the numbers

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on the MS4. The projected revenue on the MS4 is \$2,547,575. It was discussed there is the \$13,000 from FEMA and an additional \$75,000 for car registrations beyond what was projected. Selectman Donsion asked if they are willing to apply \$100,000 to lower the tax rate. The Board all agreed that they are willing to apply \$100,000 from the fund balance to reduce taxes.

Selectman Lacasse asked what they are going to do about the over expending of the Police Department budget. Vice Chairman Butt thinks that they will have to cut services if that is the case. He said for example there would be no overtime for the last two months of the year and there would be no third shift for the last two months of the year. He said that they have this discussion every year and they have discussed that if a line was going to be over spent the department head is supposed to come to the Board, which they did not. The total operating budget has 25.9% remaining, and if everyone was within their department's budget they would be on target, but they are not. Selectman Lacasse mentioned looking at other department's budgets to divert to the police budget. Vice Chairman Butt said that even with the expenditure for the truck body there is money in the Highway Department's budget to cover the salt line. Selectman Lacasse thinks they have to do something quick because it is easier to absorb an over expenditure in a quarter rather than just in the last two months. Chairman Clow said they approved the custodial position and prosecutor and the Police Department is \$61,000 in the red. Vice Chairman Butt said that drastic cuts would need to be made to make up that amount of money and when Chief Begin was asked where he was going to save the \$60,000 he did not know. It was discussed that the public might not want a reduction in police services and the over expenditures might need to be made up through other departments. Selectman Lacasse commented on there being extra in the salt line. He said that Mr. Knapp was responsible with his budget and with the discussion of services being cut back do they take away from his budget to cover another department. Vice Chairman Butt said that the Board needs to make the decision. Chairman Clow said they also have concerns with the legal budget, which is already \$3,000 in the red, and they have not started the police negotiations and that is the budget where expenses will come from. There are also legal issues in Land Use that will require legal fees. An additional \$15,000 is needed to cover legal fees for the remaining of the year. Selectman Lacasse said now is the time to get a report from every department. Naomi Bolton, Town Administrator, said part of her discussion with each department will include getting a report. Chairman Clow said regardless on how they approach it, the Police Department has to make up some of that over expenditure and it cannot just be put onto other departments. The Board will revisit this discussion at their next regular meeting.

Vice Chairman Butt informed the Board that he rewrote the advertisement for the combined positions. He added a week to the date and included a salary range, which he compared to what he saw on the LGC website and what the current employee makes.

Chairman Clow moved, Selectman Donison seconded to enter into non public session @ 9:42 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Donison seconded, to come out of non public session @ 10:25 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Selectman Donison moved, Chairman Butt seconded to seal and restrict. Passed 5-0-0

ADJOURNMENT

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Chairman Clow moved, Selectman Osborne seconded to adjourn at 10:27 p.m. Passed 5-0-0

A True Record.

Cherry Palmisano, Recording Secretary